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SECRET

EPIC/D-175-62
9 October 1962

MEMORANDUM FOR: Chairman, GMAIC

SUBJECT: GMAIC Requirements for Work by EPIC

1. It is our desire to provide the best possible service to GMAIC, consistent with other community requirements. It is essential therefore that we have a clear understanding of how GMAIC requirements are to be processed and handled.

2. There are basically five types of output from EPIC of interest to GMAIC:

a. Immediate readout reports
b. Detailed reports for other than GMAIC
c. Informal memos
d. Briefings
e. Detailed reports or other substantive services for GMAIC

3. On items a and b I assume that there is no problem. Presumably the various members of GMAIC see our formal reports through regular distribution channels.

4. Item c refers to relatively simple requests for information such as the date of most recent coverage of a certain item, whether or not a certain feature was observed, or similar tasks requiring limited effort and not requiring a coordinated EPIC answer. For this type of service GMAIC members should simply contact their corresponding departmental elements at EPIC.

5. Item d refers to any one-time briefings for groups outside EPIC, varying from brief summaries to detailed work sessions. We hope in the future that we can add to the number of such briefings as it is an appropriate medium for satisfying a number of analysts' requirements, but at the present time our capabilities are somewhat limited. Briefings for GMAIC groups may be arranged by contacting the Operations Office, EPIC [redacted] 50X1
In order to avoid duplication, it is requested that requirements for one-time briefings be transmitted by the Chairman's Office, GMAIC, rather than by individual members of the various GMAIC working groups.

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SUBJECT: GMAIC Requirements for Work by NPIC

6. Item g refers to detailed reports for GMAIC, or to other requirements for NPIC service which do not fall in categories covered in previous paragraphs. Such projects should be submitted in writing through the CIA detachment, NPIC, and must be processed through our Advisory Committee for assignment of priority (for obviously critical work we will, of course, start work while the project is processing). We have a standard requirement format and requirements flow procedure because we have learned from experience that detailed and substantive projects must be very carefully defined if work is to proceed efficiently. The CIA detachment at NPIC has been designated to assist GMAIC in processing such requests, inasmuch as the GMAIC Chairman is currently provided by CIA, and it is desired to follow the general principle that the various sub-committees of USIB be administratively assisted at NPIC by the departmental detachment corresponding to the department of the sub-committee chairman. All questions involving project status should be referred to the CIA detachment. In order to avoid duplication and to assist in establishment of priorities, it is requested that requirements for detailed reports or other services referred to in this paragraph be transmitted to the CIA detachment by the Chairman's Office, GMAIC.

7. Your concurrence in the above procedures is requested.

[redacted] 50X1

ARTHUR C. LUNDAHL
Director
National Photographic Interpretation Center

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